

## **CCIS Driver Requirements (DOT & CDL)**

***All CCIS Drivers will be at a minimum, classified as DOT and are subject to all requirements below.***

- Candidate must present a valid and current medical card or get one immediately. Med Card appointments will be scheduled by the candidate's direct manager, and a med card clinic locator tool is available via this link: [National Registry of Certified Medical Examiners Search](#)
- Candidate must have a current and valid driver's license. A scan of the front and back of their driver's license will be submitted to safety and then maintained in the employee's driver qualification (DQ) file.
- Candidate's social security number must be provided to safety for DQ file.
- A road test must be given by a manager and passed by the candidate immediately after hire. Test and results will be submitted to safety and uploaded to employee's DQ file. These files are on the safety intranet page.
- Human Resources will assign a DOT drug and breath alcohol test and run a motor vehicle record check prior to the candidate being hired. These tests will be uploaded and maintained as part of the employee's DQ file.

### **DQ Checklist**

### **Check when completed**

- |   |              |
|---|--------------|
| ● Driver's application for employment   | _____        |
| ● Inquiry to previous employers — driving record for last 3 years;  | _____        |
| ● Annual inquiry and review of driving record;  | _____        |
| ● Annual driver's certification of violations and annual review;  | _____        |
| ● Driver's road test and certificate, or the equivalent to the road test;   | _____        |
| ● Medical examiner's certificate; and   | _____        |
| ● If granted, a waiver of physical disqualification for a person with a loss or impairment of limbs as specified in § 391.49. | _____ or N/A |